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COMPLIANCE REVIEW  
PRESTON YOUTH CORRECTIONAL FACILITY



Prepared by:

California Department of Corrections and Rehabilitation  
Office of Audits and Compliance

# Final Report

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May 2008

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## RELIGIOUS SERVICES

Division of Juvenile Justice, Temporary Departmental Order #02-02,  
Sections 6305-6337 – Religious Services

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Office of Audits and Compliance Staff  
Gil DeLyon, Captain

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# TABLE OF CONTENTS

	<u>PAGE</u>
EXECUTIVE SUMMARY .....	1
BACKGROUND .....	2
FINDINGS AND RECOMMENDATIONS .....	4
GLOSSARY.....	5

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## EXECUTIVE SUMMARY

The Office of Audits and Compliance, Compliance/Peer Review Branch (CPRB) reviewed the Division of Juvenile Justice (DJJ), Temporary Departmental Order (TDO) 02-02, Sections 6305 through 6337, to determine whether Preston Youth Correctional Facility (PYCF) is in compliance with the Religious Services policy. The purpose of the review was to analyze and evaluate PYCF's level of compliance with departmental policies, procedures, rules, regulations, operational objectives, and guidelines.

The review period for Religious Services was January through May 2008. During this period, the CPRB reviewed the Religious Identification forms in ten (10 percent) of the new ward intake field files from March 1 through April 30, 2008. In addition, the CPRB reviewed hard copies of the Religious Services Attendance forms and the documentation of services provided to wards on Ironwood lodge. The records were cross referenced with the Ward Information Network (WIN) system. The findings are as follows:

The CPRB determined that PYCF is not in compliance with the Religious Services policies TDO 02-02, Section 6311.

- **No opportunity for wards to sign-up for Religious Services.**
- **No designated staff to enter Religious Services information into the WIN system.**

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## BACKGROUND

The CPRB met with the DJJ on January 8, 2008, to discuss areas of high risk. Religious Services was identified as a high risk area due to mandated services and both past litigation and court mandates. Therefore, based on risk factor, the CPRB determined that Religious Services would be a topic of review. The review will help to ensure that mandated services are met and Religious Services are accurately stored and documented.

The specific objectives of the review were to determine whether:

- Each ward has completed the Department's Standardized Religious Identification form, Youth Authority 4.929.
- The Religious Identification form, sign-up lists, and final attendance rosters are maintained for three years. (TDO 02-02, Section 6309).
- The Chief of Security: (TDO 02-02, Section 6311).
  - a. Ensures that all Religious Services Sign-up and Attendance rosters are received weekly;
  - b. Reviews the Religious Services Sign-up and Attendance Rosters submitted by the Gang Information Coordinator, and if appropriate, limits or restricts ward attendance based on security reasons; and
  - c. Retains all Religious Services/Programs Sign-up and Attendance Rosters for three years.
- The Chaplain, upon completion of program/activity enters into the WIN the wards actual attendance, refusal, or denial including the security reasons for the wards inability to attend. (TDO 02-02, Section 6311).
- The Chaplain forwards a copy of the final attendance roster to the Chief of Security. (TDO 02-02, Section 6311).
- Wards that are prohibited from attending group religious services for Temporary Detention, Special Management Program, or Administrative Lockdown shall be provided weekly access to a Chaplain or religious volunteer. (TDO 02-02, Section 6313).
- The reason for non attendance must be documented on the Religious Services Sign-up, and Attendance roster and/or Behavior Report. (TDO 02-02, Section 6313).

The CPRB determined whether the objectives were met by reviewing:

- TDO 02-02, Sections 6305 through 6337, and any institutional operational manuals that relate to Religious Services;
- Input from Division of Juvenile Facilities senior management;
- Supporting documentation from Division of Juvenile Facilities management;
- Religious Services logs and the WIN system;
- Interviewed staff, supervisors, and managers that have reviewed and monitored the Religious Services process; and
- Documentation pertaining to Religious Services cross referenced with the WIN system.

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## FINDINGS AND RECOMMENDATIONS

### **Finding I: No opportunity for wards to sign-up for Religious Services.**

The CPRB conducted interviews with management and Chaplains to determine PYCF's Religious Services process. From the interviews, it was determined that Ironwood lodge does not provide Religious Services sign-ups for wards.

#### **Criteria:**

TDO 02-02, Section 6311, states in part: "All wards on the living unit shall be provided an opportunity to sign-up for Religious Services on the Religious Services/Programs Sign-up and Attendance Roster, and ensure living unit staff follows standardized procedures for the completion of the weekly Religious Services/Programs Sign-up and Attendance Rosters."

#### **Recommendation:**

- Ironwood lodge should begin to provide Religious Services sign-ups to wards on their living unit and enter the information into the WIN system.
- Ensure that staff prints out a hard copy of the Religious Services sign-ups to be presented to the Chaplains as they provide services to wards on the living unit.
- Forward a copy of the Religious Services sign-ups to the Chief of Security to provide documentation/proof of practice.
- Provide staff with additional training on Religious Services.

### **Finding II: No designated staff to enter Religious Services information.**

The CPRB conducted interviews and reviewed the WIN system. It was determined that Ironwood Lodge does not have staff designated to enter the weekly Religious Services/Programs Sign-up and Attendance rosters into the WIN system or provide a hard copy of service/attendance rosters to either the Chaplains or the Chief of Security.

#### **Criteria:**

TDO 02-02, Section 6311, states in part: "Designate a living unit staff member to collect the Religious Services/Program Sign-up and Attendance Rosters and enter information in the WIN."

#### **Recommendation:**

- Assign/designate staff to enter the Religious Services information into the WIN system.
- Provide staff additional training on Religious Services.

## Review of Religious Services

### PRESTON YOUTH CORRECTIONAL FACILITY

#### GLOSSARY

<b>CPRB</b>	Compliance/Peer Review Branch
<b>DJJ</b>	Division of Juvenile Justice
<b>PYCF</b>	Preston Youth Correctional Facility
<b>TDO</b>	Temporary Departmental Order
<b>WIN</b>	Ward Information Network